

Online Recruitment System (OLRS) Insight Communication


July 22, 2010

What? Layoff List Report
Why? Report condition incorrectly changed
When? July 21 and July 22nd

During the last two days, one or more Insight users have changed conditions on the Layoff List report three times. This can result in the report giving incorrect results

To ensure our layoff candidates are considered correctly, please do NOT make any changes to the filter conditions in which the Layoff List Ad Hoc (beta) report runs. Only change the *criteria* for the filtering condition to run the report for your job opportunity.

Below are the filter conditions that must be included for the report to run correctly. You should ONLY click and make selections in the highlighted fields:



The screenshot shows the 'Filters' tab of a software interface. It contains four filter conditions, each with a dropdown arrow on the left and a highlighted value on the right. The conditions are:

- Select records where all of the following apply
- Applications Layoff Job Class-What is the... is equal to IT SPEC 4
- Applications Layoff Job Type -What job ty... is equal to Full-time
- Applications Layoff Shifts -What work shi... is equal to Days
- Applications Layoff Locations -What locat... is equal to Thurston County - Tumwater

At the bottom, there is a link: [\[Click here to add new condition\]](#)

If you have run the Layoff List report anytime in the last two days, I recommend it run it again to verify you received the correct results. To help ensure the integrity of this report, I suggest you designate only one or two personnel at your agency who run this report for your agency recruiters. Please use the attached User Guide for instructions on how to correctly run the report.

If you ever do see that a condition has been changed, please contact DOP's service center immediately at servicecenter@dop.wa.gov or 360-664-6400.